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FY04
EXCELSIOR COLLEGE EXAMINATIONS (ECE)

CHAPTER 6

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Chapter 6

Excelsior College Examinations

Introduction	Excelsior College Examinations are used to meet specific college degree requirements of the Excelsior College degrees. They are accepted for credit by nearly 900 colleges and universities worldwide.
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Background	Excelsior College Examinations (formerly ACT/PEP and Regents) are developed by Excelsior College and used extensively by colleges and universities in the United States. Under terms of an agreement between ACT and Excelsior College that ended 1 September 1998, ACT administered Excelsior College Examinations. Now Excelsior College administers these examinations around the world.
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Excelsior On-Line Services	The Excelsior Home Page: www.Excelsior.edu provides complete information on the Excelsior program.
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Description

Subject Areas	<p>There are 40 undergraduate examinations in the subject areas of:</p> <ul style="list-style-type: none">• Arts and Sciences,• Business,• Education, and• Nursing.
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Description, Continued

Types of Undergraduate Examinations

ECE Objective Tests: Multiple-choice type examinations. These tests are stockable and reusable and can be administered any time.

ECE Extended Response: Essay-type examinations. These tests are nonstockable and nonreusable and must be administered on a specified test date. (See "Dates and Fees" section.)

ECE Mixed Format: These tests contain both multiple-choice and extended response questions. They are nonstockable, nonreusable, and must be administered on a specified test date. (See "Dates and Fees" section.)

Types of Graduate Examinations

Excelsior College offers two graduate degree programs that incorporate graduate level examination requirements. Because the examinee must be enrolled in the graduate degree program to qualify for testing, we recommend the examinee contact Excelsior College for scheduling, registration, and test fee information.

DANTES DOES NOT FUND THE GRADUATE EXAMINATIONS.

Content Guides

Content guides are provided free and may be ordered from Excelsior or downloaded at www.Excelsior.edu. Click on "Exam Publications." Each individual content guide includes:

- A description of the examination contents and objectives,
 - A list of reference materials,
 - Sample questions, and
 - A section on "How to Study."
-

Excelsior College Bookstore

Course guides, books of readings, textbooks listed in the content guides, and other study materials, as well as resources on study skills, are available from the Excelsior College Bookstore. Call 1-800-466-1365 Conus, or (740) 594-2274 overseas. The Bookstore may also be accessed at www.Excelsior.edu/bookstore.htm.

Funding Eligibility

Military Testing

Administer DANTES-funded Undergraduate Excelsior College exams to eligible military personnel. Refer to the *DEPH*, Part I for a complete description of personnel eligible for DANTES-funded testing.

DANTES does not fund the Excelsior Graduate examinations.

Note: Funded retesting is authorized ONLY after the 180-day waiting period.

Unfunded Civilian Testing

Overseas

Administer Excelsior College exams to overseas civilians on an unfunded (examinee pays), space-available basis according to Service Policy and Regulations.

Conus

In rare cases where a National Test Center is not available for Excelsior testing of military family members or retirees, DANTES Code 20B will work with Excelsior College to obtain a waiver for civilian testing at a CONUS DANTES Test Center.

No Funded Civilian Testing at DANTES Test Centers

Because Excelsior College restricts civilian testing at Conus DANTES Test Centers, Reserve Component or Coast Guard sponsored up-front funded civilian testing is not allowed.

Ordering Excelsior Examinations

Objective Examination Ordering Procedures

To order **objective** (multiple-choice) exams, use the following chart:

- If two or more copies of a test are ordered, both forms of the test are automatically sent.
- If only one copy of the test is ordered, the TCO must order the alternate form to retest.

Step	Stocking	Nonstocking
1	<p>Prepare order for:</p> <ul style="list-style-type: none"> • Examinations, • Content Guides, and • Mailing Labels. <p>(Use "Excelsior College Examinations Test Materials Order Form 2003-2004" (Exhibit 1)).</p> <p>Note: All objective (multiple-choice) test booklets are reusable at stocking test centers. (One answer sheet comes with each exam.)</p>	<p>Prepare order for objective (multiple-choice) tests on an as needed basis.</p> <p>(Use "Excelsior College Examinations Test Materials Order Form" 2003-2004 (Exhibit 1)).</p>
2	<p>Send orders and returned materials to:</p> <p>Excelsior College Attn: DANTES Coordinator 7 Columbia Circle Albany, NY 12203-5159</p>	
3	<p>Order examination materials and resources from sources listed in the "Dates and Fees" section of this chapter.</p>	
4	<p>For stocking centers, some exam booklets may only be valid for one testing year, 1 October through 30 September. Test centers will be notified when exam titles have been revised. They must order a supply of the revised exam booklets, and they may use new testing year examinations beginning 1 October.</p>	

Note: Superseded exams may not be used after 30 September.

Continued on next page

Ordering Excelsior Examinations, Continued

Extended Response (Essay) and Mixed Format Examinations

Extended response (essay) and mixed format examinations may not be stocked or reused by any test center.

The following facts are important for TCOs to remember:

No.	Procedures
1	Special order extended response (essay) and mixed format examinations in Conus, 4 weeks, overseas 6 weeks, in advance of the planned test date.
2	Find the approved test dates. (see “Dates and Fees section)
3	Indicate the test administration date by filling in the appropriate date on the order form.

Examination Security

Test Loss or Compromise

If an Excelsior College examination is lost, compromised, or suspected of being compromised,

- Contact DANTES, Code 20B, immediately at (850) 452-1063, DSN: 922-1063 or e-mail at: exams@voled.doded.mil.
 - Suspend testing on the involved exam immediately and refer to specific Service regulations and Part I of this *Handbook* for complete procedures.
 - Follow the guidelines in Service regulations and Part I of this *Handbook* if an investigation is required.
 - Provide a copy of the Test Loss or Compromise section of Part I to the responsible investigating official.
-

Administration

Administrative Procedures

Observe the administrative procedures provided in Part I of this *Handbook* and the *Excelsior College Examinations Test Control Officer's Manual*. Give oral instructions verbatim.

Selecting an Excelsior Test Date

The chart below describes the test date selection procedure for Excelsior testing at DANTES Test Centers.

If Testing	Then
Objective (multiple-choice) examinations	Military and overseas civilians may test at any time.
Extended response (essay) and mixed format (objective and extended response).	Military personnel may test no earlier than 2 business days before or no later than 2 business days after the published test date. (See Dates and Fees). Overseas civilians must test on the published test date (see “Dates and Fees”).

Note: Because of test security reasons, if testing military and civilians on the same exam(s) all examinees must test on the published test date.

Examination Start Time

The starting time is left to the discretion of the TCO. Allow 3 hours total testing time for each undergraduate objective (multiple-choice); and 3 1/2 hours for extended response (essay), and mixed format exams.

Note: Excelsior College recommends no more than 2 examinations be administered in 1 day to each person.

Objective (Multiple-Choice) Tests Undergraduate

Objective (multiple-choice) test booklets are reusable at stocking test centers. Return and reorder if:

- The booklet becomes unserviceable or
 - If notified that an examination is obsolete.
-

Continued on next page

Administration, Continued

**Unscored
Pretest
Questions**

- Objective (multiple-choice) examinations consist of approximately 160 four-option multiple-choice questions, some of which are unscored, pretest questions. Examinees have ample time to answer 160 questions within the 3-hour timeframe.
- Extended response and mixed format examinations have fewer questions and take longer to answer.
- Pretest questions are not considered in the scoring of the examination.

**Stocking Test
Centers Test
Booklets**

TCOs at stocking centers should mark out the sentence on the back cover of the test booklets instructing examinees to "do scratch work in the test booklet." This sentence applies to other paper-and-pencil administrations when test booklets are used just once. Provide scratch paper for examinees to use instead.

**Extended
Response
(Essay) Answer
Sheets**

- One machine-scored answer sheet and three answer booklets used to record written responses are provided for each extended response (essay) test.
- Examinees must complete the heading of the cover page of each required answer booklet by recording their SSN, the examination title, the question number, and the date.
 - One answer booklet is required for each question.

**Mixed Format
Answer Sheets**

One machine-scored answer sheet and one special answer booklet is provided for the mixed format (objective and extended response) examination.

Continued on next page

Administration, Continued

College Credit

- The "List of Participating Institutions" (available on line at www.Excelsior.edu) contains the names of nearly 900 colleges and universities worldwide that grant credit or assign placement for successful completion of one or more Excelsior College examinations (to order the paper version see the "Content Guides and Resource Materials" section.)
- Colleges are not required to grant the amount of credit listed in this publication. The examinee should contact the institution of choice with any questions concerning examinations used, minimum grades required, and amount of credit awarded.
- If an examinee's institution is not noted, examinee should check with that institution to determine if credit will be granted for the successful completion of any Excelsior College examination.

**Same Test,
Same Cycle
Testing**

Examinees may not take an examination at a DANTES Test Center and retest on the same examination until 60 days have elapsed, regardless of whether they retest at a DANTES Test Center or a computer-based test center. See "Retesting" section of this chapter.

Continued on next page

Administration, Continued

Civilian Administration

Overseas

Civilians may test on a space-available basis at an overseas DANTES Test Center if they are military retirees, logistically supported U.S. Government employees, or family members of U.S. military and Federal civil service employees.

Conus (including Alaska, American Samoa, Guam, Hawaii, Puerto Rico, Saipan (Northern Mariana Islands) and Virgin Islands)

TCOs may not administer Excelsior College Examinations to civilians in Conus.*

***In rare cases where a National Test Center is not available for Excelsior testing of military family members or retirees, DANTES Code 20 B, will work with Excelsior College to obtain a waiver for civilian testing at a Conus DANTES test center.**

Retesting

When to Retest DANTES authorizes funded retesting when the military examinee fails to achieve the ACE-recommended grade for objective (multiple-choice) examinations or a passing grade for extended response (essay) and mixed format (multiple-choice and extended response) examinations. Refer to these important points before administering a retest on any exam.

Number	Important Retest Information
1	Prior to retesting, the TCO must verify that the examinee is prepared for the retest. All examinees should be counseled prior to testing.
2	TCOs must verify that examinees <ul style="list-style-type: none">• Wait 180 days after the last test date before retesting on a DANTES-funded basis.• Wait 60 days after the first failure and 120 days after the second and subsequent failures before retesting on an unfunded (examinee pays) basis.
3	When it is necessary for an examinee to retest, always administer an alternate test form . It is the TCO's responsibility to ensure the correct alternate test form is administered. The test form is indicated on the test center's copy of the examinee's grade report. <ul style="list-style-type: none">• Stocking DANTES Test Centers - If two or more copies of a particular test are ordered, both forms of the test are automatically sent. If only one copy of the test is ordered, the TCO must order the alternate form to retest.• Nonstocking DANTES Test Centers - The TCO is responsible for ordering the alternate test form for retesting.• If retesting on a special order test (essay or mixed format), the TCO must verify which test form was initially administered before ordering the alternate form.

Transporting

Transporting Examinations

Examinations may be transported to geographically separated units (GSUs).

Returning Examinations and Materials

Returning Excelsior Objective Examinations

After administration of Excelsior objective exams immediately forward

- Test booklets
- Answer sheets,
- Any required test fees, and
- The DANTES Document Receipt Form.

For stocking test centers, Excelsior objective exams are reusable. Do not return them unless the test booklet is damaged, or recalled.

Nonstocking test centers may not reuse objective test booklets. Return immediately after administration.

Returning All Other Excelsior Examinations

After administration of Excelsior Extended Response or Mixed Format exams immediately forward

- Test booklets
- Answer sheets
- Essay responses
- Any required test fees, and
- The DANTES Document Receipt Form

Note: Paperclip any required fees to the bottom of the answer sheet.

Return Address

Return examination materials Certified, Registered, or Express Mail to:

**Excelsior College
Attn: DANTES Coordinator
7 Columbia Circle
Albany, NY 12203-5159**

Dates and Fees

Selecting an Excelsior Test Date

The chart below describes the test date selection procedure for Excelsior testing at DANTES Test Centers.

If Testing	Then
<u>Objective</u> (multiple choice) examinations	Military and overseas civilians may test at any time.
<u>Extended response</u> (essay) and <u>mixed format</u> (objective and extended response) examinations	Military personnel may test no earlier than 2 business days before or no later than 2 business days after the published test date. (See below). Civilians must test on the published test date (see note below).

Note: Because of test security reasons, if testing military and civilians on the same exam(s) all examinees must test on the published test date (see below).

DANTES Special Ordered Test Dates

Test dates for undergraduate Extended Response (Essay) and Mixed Format examinations.

3 Oct 03
5 Dec 03
6 Feb 04
2 Apr 04
4 Jun 04
6 Aug 04

Fees

Pay fees by cashier's check, money order, or personal check payable to Excelsior College in U.S. dollars drawn on a U.S. bank.

Military Fees

Military personnel may test and retest on funded examinations (Objective, Extended Response and Mixed Format) at no cost. Refer to the "Retesting" section of this chapter for specific retest funding policies.

Excelsior College Examinations

Important Notice:

Selected content guides are updated periodically throughout the year to correspond with changes in the exams. Ensure examinees have the most current content guide available (check the content guide date) or download the guide from Excelsior's website at www.Excelsior.edu.

Objective (Multiple-Choice) Examinations

(Refer to "Types of Undergraduate Exams" page II-6-2)

Code	Title	Passing Score*	Fee	Credit Hours
403 OB2, PB3	Fundamentals of Nursing ¹	C	\$80	8/L
407 FA1, GA1	Foundations of Gerontology	C	160	3/U
408 BB1, CB1	Statistics ²	C	125	3/L
425 KC1, LC1	Health Restoration: Area I	C	195	4/U
426 AA1, BA1	Professional Nursing: Issues and Concepts	C	210	4/U
435 CB1, DB1	Organizational Behavior	C	160	3/U
436 AB1, BB1	Research Methods in Psychology	C	160	3/U
453 MB1, NB1	Maternal & Child Nursing (Associate) ¹	C	200	6/L
457 PB1, QB1	Maternal & Child Nursing (Baccalaureate) ¹	C	80	8/U
459 FA1, GA1, HA1	Abnormal Psychology	C	160	3/U
461 EA1, FA1	Nursing Concepts 1	C	155	4/L
462 CA1, DA1	Nursing Concepts 2	C	155	4/L
463 CA1, DA1	Nursing Concepts 3	C	155	4/L
464 CA1, DA1	Nursing Concepts 4	C	155	4/L
465 AA1, BA1	Nursing Concepts 5	C	155	4/L
466 CA1, DA1	Nursing Concepts 6	C	155	4/L
467 AA1, BA1	Nursing Concepts: Foundations of Professional Practice	C	155	4/L
477 KC1, LC1	Health Restoration: Area II	C	195	4/U
484 AC1, BC1	Ethics: Theory and Practice	C	160	3/U
485 CA1, DA1	Psychology of Adulthood and Aging	C	160	3/U
486 CB1, DB1	Human Resource Management	C	160	3/U
487 AB1, BB1	World Population	C	160	3/U
503 NC1, OC1	Psychiatric/Mental Health Nursing ¹	C	80	8/U
506 LA1, MA1	Anatomy & Physiology	C	220	6/L
536 AA1, BA1	Management in Nursing	C	210	4/U
538 CB1, DB1	Labor Relations	C	160	3/U
540 AB1, BB1	Health Support A: Health Promotion & Health Protection	C	210	4/U

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Excelsior College Examinations, Continued

Objective (Multiple-Choice) Examinations *(refer to “Types of Undergraduate Exams” page II-6-2)* (Continued)

Code	Title	Passing Score*	Fee	Credit Hours
541 AB1,BB1	Health Support B: Community Health Nursing	C	210	4/U
554 NB1,OB1	Adult Nursing ¹	C	80	8/U
558 DA1,EA1	Microbiology	C	125	3/L
559 MB1,NB1	Maternity Nursing ¹	C	105	3/L
565 AA1,BA1	Literacy Instruction in the Elementary School	C	260	6/U
583 AB1,BB1	Life Span Developmental Psychology	C	125	3/L
584 AB1,BB1	Pathophysiology	C	160	3/U

1. These examinations do not apply toward the Excelsior College nursing degrees.
 2. Examinees are only allowed to use the Excelsior College calculator, which is available through the Excelsior College Bookstore.
-

Extended Response (Essay), and Mixed Format Examinations *(Refer to “Types of Undergraduate Exams” page II-6-2)*

Code	Title	Passing Score*	Fee	Credit Hours
432 AB1,BA1	History of Nazi Germany	C	260	3/U
434 EA1,FA1 GA1,HA1	English Composition	C	260	6/L
460 CA1,DA1	American Dream	C	260	6/U
509 AB1,BA1	Religions of the World	C	260	3/U
537 CA1,DA1	Research in Nursing	C	400	3/U
579 BA1,CA1	Business Policy & Strategy	C	260	3/U

***The credit awards and passing scores listed are the policy of the developing faculty, Excelsior College, Albany, NY, and recommended by American Council on Education (ACE).**

Scoring and Reporting

**Objective
(Multiple-
Choice) Exam
Grade Reports**

Excelsior College scores and issues grade reports for objective (multiple choice) examinations approximately 4 weeks after the date of the test administration.

**Extended
Response
(Essay) and
Mixed Format
Grade Reports**

Excelsior College reports grades for extended response (essay) and mixed format (multiple-choice and extended response) approximately 75 days after the test date.

**DANTES
Grade Reports**

Unofficial student grade reports are printed on one side on white paper with black ink.

- Three copies (test center copy, examinee copy, and personnel copy) are mailed directly to the TCO. * If an examinee did not pass the exam, the test form is indicated on the test center's copy of the grade report. When the examinee retests, administer the alternate test form.
- One copy of an official grade report is mailed to the institution designated by the examinee at the time of testing. If the person is a current student at Excelsior College, it is not necessary to have a grade sent to Excelsior College.
- Excelsior College will provide the TCO, at no cost, an unofficial score report of an examinee's Excelsior College examinations results. The TCO must request the free unofficial score report in writing. The request should contain the examinee's name, SSN, exam title and number, and date tested. Both the TCO and the examinee must sign the request letter. Send requests to:

**Excelsior College
Attn: DANTES Coordinator
7 Columbia Circle
Albany, NY 12203-5159**

*These copies serve as grade notification only and should not be sent to credit-granting agencies.

Continued on next page

Scoring and Reporting, Continued

DANTES Score Reporting System

DANTES provides Excelsior scores to the Services for inclusion in their designated transcript services.
Effective January 2004 all scores will be updated weekly. Until then, scores are sent to:

Service Transcript System	Frequency of Update	Passing Scores	Failing Scores
AARTS (Army)	Monthly	Yes	No
SMART (Navy and Marines)	Monthly	Yes	Yes
CCAF (Air Force)	Monthly	Yes	No
AFAEMS (Air Force Automated Education Management System)	Weekly	Yes	Yes
HQs AFPC (Air Force)	Monthly	Yes	Yes
Coast Guard Institute (U.S. Coast Guard)	Quarterly	Yes	No

Institution Codes

The Excelsior "List of Participating Institutions" provides institution codes that the examinee may use to report the grade to institutions other than Excelsior. The code must be entered in Block S of the Excelsior answer sheet.

If an institution is not listed, the examinee can write the name and address in the space provided on the answer sheet.

Note: Visit www.Excelsior.edu for the "List of Participating Institutions".
College Codes are updated quarterly.

Failure to Designate an Institution

If the examinee does not designate an institution to receive the grade report, the grade report is sent only to the TCO with a copy for the examinee.

Note: Do not enter the DANTES ID number in block "S."

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Scoring and Reporting, Continued

Free Online Score Service

Examinees may view their score(s), once the completed answer sheet is processed at Excelsior College by visiting www.excelsior.edu then clicking on "Online Services". Examinees who are not enrolled with Excelsior must set up their user account to access the information. The service is free of charge to all examinees.

Additional Grade Reports (Transcripts) and Fees

Request additional official grade reports (includes ACT/PEP and Excelsior scores) using the "Official Grade Report Request Form" (Exhibit 2) from:

**Excelsior College
Business Office
7 Columbia Circle
Albany, NY 12203-5159**

- There is a charge of \$8 for each Official Grade Report requested.
 - Examinees must submit a separate request form for each agency or institution to which an official grade report is mailed.
 - The Official Grade Report will contain all exam scores
 - An official grade report can be requested using a charge card (Exhibit 2).
-

Grade Interpretation

The following information on grade interpretation is provided.

All Excelsior College scores are reported as a letter grade.
The credit awards and passing scores listed are the policy of the developing faculty, Excelsior College, and recommended by the American Council on Education (ACE).
Each institution sets its own credit policies for acceptance of grades. Encourage examinees to investigate their chosen institution's policy in advance.
The "List of Participating Institutions" (refer to "Content Guides and Resource Materials" section of this chapter for ordering) lists institutions that grant credit for successful completion of one or more Regent's College examinations.

Note: Institutions listed do not necessarily grant credit for all examinations.

Content Guides and Resource Materials

Order Materials

Order necessary materials from the following sources:

Order the items below with the DANTES Material Request Form (stock number 4301):

Item	Source*
“DANTES 1560/4, Excelsior College Test Inventory Card” (DANTES stock number 1249)	1 DANTES/Pensacola, FL
“DANTES 1560/12, DANTES Test Inventory Report for ECE” (DANTES stock number 1268)	1 DANTES/Pensacola, FL
“ <i>Show What You Know</i> ” (Pamphlet) DANTES stock number 1225	1 DANTES/Pensacola, FL

Order the items below with the ECE Test Materials Order Form (Exhibit 1):

“ <i>Excelsior College Examinations Test Control Officer's Manual</i> ”	2 ECE/Albany, NY
“Excelsior College Examinations Answer Sheets” Provided with each test booklet. May be stocked.	2 ECE/Albany, NY
“ <i>A Student Guide to Credit by Examination at Excelsior College - The Assessment Catalog</i> ”	2 ECE/Albany, NY
“Official Grade Report Request Form”	2 ECE/Albany, NY
“List of Participating Institutions”	2 ECE/Albany, NY
“DANTES Excelsior College Examinations Test Materials Order Form”	2 ECE/Albany, NY

*Source address denoted by number below.

1

DANTES
Code 10L
6490 Saufley Field Road
Pensacola, FL 32509-5243

2

Excelsior College Examinations
DANTES Coordinator
7 Columbia Circle
Albany, NY 12203-5159
